

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S

NATIONAL WEATHER SERVICE

**STRATEGIC PLAN for
HISPANIC-AMERICAN EMPLOYMENT PROGRAM
2005-2007**

Working Together to Save Lives



Hispanic Employment Program Operating Plan

FY 2005 - FY 2007

Executive Order [13230](#), Educational Excellence for Hispanic-Americans Commission strengthens the Nation's capacity to provide high-quality education and increase opportunities for Hispanic-Americans to participate in and benefit from Federal education programs. Executive Order [13171](#) was issued on October 12, 2000, to help improve the representation of Hispanics in Federal employment. OPM's "Nine Hispanic Employment Initiatives" provide various strategies for improving Hispanic employment levels. The initiative focuses on specific objectives Federal agencies should implement to address Hispanic underrepresentation and touch on general employment, career development, senior executive service, and management accountability. One of the Office of Equal Opportunity and Diversity Management's (OEODM) highest priorities has been to undertake a serious effort to strengthen the NWS' workforce and management capabilities while addressing workforce diversity issues. In FY 2005, Hispanics were vastly underrepresented in the NWS workforce. Hispanics were underrepresented in a majority of the NWS mission-related occupations. Hispanic males were underrepresented in six of seven occupations and Hispanic women were underrepresented in five of seven occupations. In FY 2005, Hispanic men reached parity in the Physical Scientist occupation and Hispanic women reached parity in the Meteorologist and Hydrologist occupations. Hispanics represent 10.7% of the NCLF; however, Hispanics represent only 2.8% of the NWS workforce.

This Hispanic-American Employment Program Operating Plan (HAEPSP) is tied to the overall NWS Policy on Equal Employment Opportunity (EEO) and Diversity Management. The overall objective of this plan is to ensure that Hispanics have equal opportunity to compete fairly in recruitment, training, upward mobility, promotions, and any other condition of Federal employment.

This plan is challenging, manageable, measurable, and consistent with and supportive of the NWS' Self Assessment. The Hispanic-American community needs total commitment from all managers and employees to meet these goals and objectives.

The successful accomplishment of the OEODM goals is predicated on three strategic actions:

- Creating effective working partnerships with both internal and external organizations in order to correct the underrepresentation and underutilization of Hispanic-Americans at the NWS.
- Communicating the successes and activities of Hispanic-Americans across all sectors of the NWS family to focus attention on issues surrounding their employment at the NWS.
- Make management aware of the barriers to senior level positions and launch an effort to put in place active recruitment and retention initiatives.

FY 2005-2007 Goals

Goal	Lead Office	Completion
Develop Hispanic-American Employment Program web page and announce completion to NWS family.	OEODM	Quarter I – FY 2007 The OEODM website is inclusive of all SEPs.
Contact regions and discuss Hispanic-American Employment Program Strategic Plan.	OEODM	Quarter III-FY2007 OEODM meets with regional EEO managers on a quarterly basis or whenever the need arises. The group is in the process of working on several projects which includes writing a SOP for SEPs. During implementation of the SOP we will discuss specific goals for the HAEP. This discussion and SOP should be completed by FY 2009.
Establish the Hispanic-American Employment Program Committee.	OEODM	Quarter IV - FY2007 OEODM attempted to form an EEO committee, but committee member's participation lessened each time a meeting was scheduled, so it was decided that the committee would be established within the OEODM staff and the regional EEO Managers. OEODM will attempt to establish a HAEP committee by Quarter II FY 2009.
Initiate dialogue to establish long-term relationships with Hispanic-American advocacy groups.	OEODM	Quarter IV - FY2007 OEODM has identified several Hispanic American advocacy groups. OEODM is currently researching ways to develop partnerships with these organizations. A report will be provided during Quarter II FY 2009.
Initiate dialogue to establish long-term relationships with Hispanic-American professional organizations, colleges and universities.	OEODM	Quarter IV - FY2007 This item is similar to the above action; therefore, the same response applies. A report will be provided during the FY 2009.
Create awareness among local Hispanic-American high school students about NWS Intern Programs (i.e. METCON).	OEODM	Quarter I - FY2007 Blair High School in Silver Spring, MD has a high percentage of Hispanic-American students. Plans are in order to visit or contact the school regarding NWS student programs.

Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees.	OEODM	Quarter III - FY2007 NWS student programs, ORISE, METCON, SCEP, and STEP are available to all students. We plan to make this information available to schools that have a high percentage of Hispanic students.
Identify Hispanic-American college students interested in hydrology, meteorology, engineering and physical science at the NWS.	OEODM	Quarter III - FY2007 Doing our visit to Blair High School in Silver Spring, MD. We will ask the guidance counselor to conduct a survey among students to see what percentages of students are interested in sciences geared towards NWS careers.
Create/monitor Hispanic-American informal mentoring program for employees in all occupations.	OEODM	Quarter IV - FY2007 DOC and NWS have a mentoring program available for all employees.
Review GS-13, 14, 15, and SES <u>search and placement procedures</u> and ensure effective outreach tools are utilized to actively recruit qualified Hispanic-American candidates for senior-level positions.	OEODM	Quarter IV - FY2007 DOC/NOAA employee web site is an avenue for all eligible employees to take advantage of senior-level programs.

Goal A: Enhance/Develop Employee Potential

1. Develop Hispanic-American Employment Program web page and announce completion to NWS family.

Lead Office: OEODM

Completion: Review current web page and update to reflect goals of HAEPOP by end of Quarter III - FY2007.

The NWS mentoring program was initiated for all employees. DOC also, has a mentoring program.

2. Ensure that the requirements in vacancy announcements and the language in ranking factors are not restrictive or biased in nature; areas of consideration are broadened, where possible; and review “status only” requirement.

Lead Office: Workforce Management Office (WFMO) and OEODM

Completion: Review vacancy announcement language and procedures by end of Quarter III - FY2007.

Each vacancy announcement issued by NOAA WFMO into USA JOBS, has an EEO statement attached. While reviewing various announcements there were no appearance of anything restrictive or bias in nature.

3. Contact regions and discuss Hispanic-American Employment Program Operating Plan.

Lead Office: OEODM

Completion: Receive regions input on how each region will implement plan to fit their needs by end of Quarter IV - FY2007.

The OEODM is in the process of writing Standard Operating Procedures for all Special Emphasis Programs. This Plan will be distributed to Regional EEO managers and Focal Points. During this process we will review the Hispanic Strategic Plan.

4. Establish the Hispanic-American Employment Program Committee.

Lead Office: OEODM

Completion: Request volunteers for the committee, get supervisor approval, select committee members, and select a Chair by end of Quarter IV - FY2007

Due to low participation in an attempt to form an EEO committee it was decided that the OEODM will conduct SEP committee responsibilities. This will not prevent a Hispanic committee from forming, if an interest among NWS employees develops. In the past OEODM circulated an Interest Statement to all employees; the interest rate was very low for all SEPs.

5. Initiate dialogue to establish long-term relationships with Hispanic-American advocacy groups and organizations.

Lead Office: OEODM

Completion: Initiate dialogue with a minimum of three Hispanic-American organizations by end of Quarter IV - FY2007.

Research has been conducted to gather contact information for Hispanic-American organizations. These groups will be contacted in FY 2008; a report of the results from dialogue will be conducted and implemented within this Strategic Plan.

6. Identify and target institutions that graduate a significant number of Hispanic-Americans with degrees that meet NWS job needs. Partner with these institutions to identify students interested in the NWS.

Lead Office: OEODM

Completion: Develop list of viable candidates by end of Quarter I - FY2007.

In FY 2005, the NWS developed a partnership with the University of Puerto Rico, Mayaguez's Physics Department to assist in the development of the university's meteorological program. In FY2007, the university will graduate at least 4 students with meteorology degrees.

7. Research NWS recruitment strategies used to target Hispanic-Americans through professional organizations, colleges, and universities.

Lead Office: OEODM

Completion: Create a Hispanic-American employment communications plan and initiate dialogue with a minimum of four major Hispanic-American publications and organizations by end of Quarter I - FY2007.

Several publications have been identified; contact with these publications will be conducted in 2008 and a report will be identified in the 2009 Strategic Plan.

8. Identify existing High School Intern Programs that prepare students for jobs and careers in the NWS and create awareness of these programs among local school systems.

Lead Office: OEODM in coordination with local school districts

Completion: Develop partnerships with three local school systems and secure their participation in existing NWS internship/apprenticeship programs by end of Quarter IV - FY2007.

The OEODM Director has developed a relationship with two schools, Wilson High School and White Oak Middle School; these schools have been provided information on NWS student programs. We will continue to provide information on NWS internships, NOAA careers, etc. to various schools throughout the Washington D.C. Metropolitan area.

9. Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees.

Lead Office: OEODM

Completion: Review and assess intern programs statistical data by end of Quarter III - FY2007.

NWS participates in several entry level intern programs, including ORISE, METCON, Workforce Recruitment Program, and Entry Point in FY 2005-FY 2007.

10. Establish informal mentoring program for interested Hispanic-American employees.

Lead Office: OEODM

Completion: Identify mentors and mentorees by end of Quarter IV - FY2007.

There are mentoring programs established within NWS and DOC.

11. Review GS-13, 14, 15, and SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified Hispanic-American candidates for senior-level positions.

Lead Office: WFMO and OEODM

Completion: Make recommendations to WFMO, directors and managers for correcting any deficiencies by end of Quarter IV - FY2007.

All employees are at liberty to access USA JOBS where GS 1- SES positions are advertised. DOC/NOAA website advertises various programs where employees can become qualified for promotions.

12. Ensure that EEO Managers report their participation on NWS administered Selection Review Boards and SES Selection Panels.

Lead Office: OEODM

Completion: Review procedures on boards and selection panels and make suggestions to correct any deficiencies by end of Quarter IV - FY2007.

EEO Managers do not have access to review boards and panels, nor do they have access to the procedures. The OEODM will continue to advocate a participation in such activities.

13. Create awareness among NWS recruitment personnel about the wide variety of Hispanic-American recruitment sources that can yield potential GS-13, 14, 15, and SES applicants.

Lead Office: OEODM and WFMO

Completion: Initiate dialogue for ensuring a pool of qualified applicants, with Hispanic-American executive-level organizations by end of Quarter II - FY2007.

Recruitment personnel are already aware of recruitment resources.

14. Create awareness among high-potential NWS Hispanic-American employees of GS-13, 14, 15, and SES opportunities.

Lead Office: OEODM and WFMO

Completion: Create an SES awareness campaign by end of Quarter III - FY2007.

This information is on the JOB USA website and NOAA/DOC website.

15. Create awareness among NWS Hispanic-American employees of existing executive/leadership training programs.

Lead Office: WFMO and OEODM

Completion: Review Hispanic-American participation data for leadership and executive training programs by end of Quarter IV - FY2007.

All NWS employees have access to executive/leadership training programs. These programs are advertised throughout the agency via email and the DOC and NOAA training websites.

16. Identify and promote awareness of government-wide and NWS executive development training programs among high-potential Hispanic-American candidates in order to increase opportunities for inclusion in GS-13, 14, 15 and SES selection pools.

Lead Office: OEODM and WFMO

Completion: Create an awareness campaign by end of Quarter III - FY2007.

All NWS employees have access to executive/leadership training programs. These programs are advertised throughout the agency via email and the DOC and NOAA training websites.

Goal B: Improve Retention

1. Review exit interview procedures, questionnaires, and data for Hispanic-American employees and make recommendations for improvement.

Lead Office: WFMO and OEODM

Completion: Review existing procedures, questionnaires, and data continuously.

The OEODM will continue to monitor the exit interview process. Employees exiting the agency are not always willing to participate in the exit interview process nor are they always willing to identify themselves.

2. Review internal employment practices undertaken to retain Hispanic-American employees (e.g., use of retention bonuses, awards, promotions, etc.).

Lead Office: WFMO and OEODM

Completion: Review retention data and make suggestions to correct any deficiencies by end of Quarter III - FY2007.

NWS practice all legal remedies to in order to retain all special emphasis groups. No substantial deficiencies in retention have been detected. DOC has various incentives for retaining employees.

Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities.

1. Review NWS Hispanic-American employee participation in existing skill-building training programs, conferences, and seminars.

Lead Office: WFMO and OEODM

Completion: Review Hispanic-American participation data for training program by end of Quarter IV - FY2007.

This information can be difficult to obtain and track. Hispanic Americans do not have to identify themselves. Tracking training has become difficult due to credit card payments taking the place of the training form (SF-182).

2. Promote awareness among NWS Hispanic-American employees of opportunities to compete for managerial, executive and upward mobility training.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2007.

All of the DOC/NOAA/NWS training opportunities are listed on these agencies' websites. Employees are at liberty to access this information.

3. Review NWS nomination process among Hispanic-American and other employees (GS-6 through GS-13) for participation in leadership, and executive potential programs and other developmental programs.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2007.

The OEODM was not able to complete this milestone. OEODM will address it in the FY 2008-FY 2009 plan.

Goal D: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of Hispanic-Americans. OEODM, through existing tracking and reporting mechanisms, will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Region Directors, Headquarters Directors, Staff Officers, managers and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to Hispanic-American employment.

1. Periodically update and review organizational Hispanic-American workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.

2. Submit Annual Status Reports to the OEODM Director on NWS progress towards improving the promotion potential of Hispanic-Americans.

Lead Office: OEODM

Completion: Annually.